

# JUDICIAL COUNCIL OF CALIFORNIA

## Administrative Office of the Courts

### PRINTABLE APPLICATION FOR THE COURT AND REGISTERED INTERPRETER ORAL EXAMINATION

**ENGLISH AND (CIRCLE ONE→): ARABIC, EASTERN ARMENIAN, WESTERN ARMENIAN, CANTONESE, JAPANESE, KOREAN, MANDARIN, PORTUGUESE, RUSSIAN, SPANISH, TAGALOG, VIETNAMESE**

(You cannot change your Armenian designation once you have chosen Eastern or Western.)

**REGISTERED INTERPRETER:** \_\_\_\_\_ {list language(s)}

**Please complete side A of this application, making sure you print clearly, and read and sign side B.**

Last Name		First	Middle Name/Initial	
Address		City	COUNTY	State Zip Code
Home Phone	Work Phone/Cell Phone		Fax	Pager
Social Security Number			E-mail	

Please answer the following questions:

\_\_\_\_\_ I took the written examination in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

\_\_\_\_\_ I am a State Certified Administrative Hearing Interpreter who became certified in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Certification no: \_\_\_\_\_ Language: \_\_\_\_\_

If you were previously a State Certified Court Interpreter provide the following information.

Month and year you became certified: \_\_\_\_\_

Certification no: \_\_\_\_\_ Language: \_\_\_\_\_

(CPS USE ONLY: Verified by: \_\_\_\_\_ date: \_\_\_\_\_)

Circle the area where you would prefer to take the oral examination:

Contra Costa County/Bay Area      Los Angeles Area\*  
Sacramento      San Diego Area\*\*

Choose your oral examination date *from the Exam Dates & Sites section*: \_\_\_\_\_

\*It may be necessary for CPS to schedule the test in a nearby county such as Orange, Ventura, Riverside, etc.

\*\* Spanish and Registered Interpreter applicants only.

**Please mail this completed application along with a \$250 money order or cashier's check (NO PERSONAL OR BUSINESS CHECKS) to:**

CPS-Human Resource Services, Interpreter Division  
241 Lathrop Way, Sacramento, California 95815

**Applications must be received by CPS by the deadline. Postmarks are not accepted.**

**-OVER-**

**IMPORTANT—PLEASE READ CAREFULLY**

1. Applications must be received by CPS–Human Resources Services by the final filing date listed in the information packet and must be accompanied by a cashier’s check or money order in the amount of \$250 (NO PERSONAL OR BUSINESS CHECKS). Postmarks are not accepted. **Late applications will be held for the next exam.**
2. If you fail to appear for an examination your filing fee will be forfeited except in the following cases: a) You submit a request to cancel the examination before the final filing deadline to receive a full refund; b) You submit your cancellation request at least 5 business days prior to the scheduled examination for a partial refund. A \$100 processing fee will be deducted from all partial refunds issued. Funds may not be transferred to another examination administration.
3. Refunds will NOT be issued if the written request is not received either a) before the final filing date for a full refund, or b) at least 5 business days prior to the scheduled exam for a partial refund. For extenuating circumstances, such as hospitalization or a death in the family (which may have occurred during the 5 business days prior to the examination), requests will be considered on a case-by-case basis and appropriate documentation must be submitted along with the written request.
4. Applicants are not allowed to remove any examination-related material from the written or oral examination test site. Applicants are required to sign a security agreement regarding the confidentiality of examination material at the oral performance test site and are prohibited from recording any portion of the oral examination. Applicant notes taken during the oral examination must be surrendered at the conclusion of the examination. Applicants who leave a test site with notes taken during the examination in their possession will automatically be disqualified and are subject to prosecution. Furthermore, applicants leaving the test site with examination-related notes may be required to reimburse the Judicial Council of California for all costs related to the development of replacement test material.
5. Applicants are tested individually during the oral performance examination, and all examination sessions are tape-recorded. The tape recordings are the property of the Judicial Council. The oral performance examination is usually held in a conference room.
6. Applicants may not use any aids—i.e., dictionaries, books, notes, and the like—during either the written or the oral performance test. **THE REQUIRED ADMITTANCE IDENTIFICATION ITEMS, A WALLET, AND CAR KEYS MAY BE BROUGHT INTO THE TEST ROOM ONLY IF THEY ARE PLACED IN A CLEAR PLASTIC BAG. NO OTHER PERSONAL ITEMS MAY BE BROUGHT INTO THE TEST ROOM FOR EITHER THE WRITTEN OR THE ORAL EXAMINATION. Other items must be returned to your car or left unattended outside the exam room. CPS is not responsible for lost or stolen articles.**
7. Test results are mailed to each applicant’s address of record and are *not* available by telephone. You must keep CPS–Human Resource Services and the Judicial Council informed of your current address; otherwise, you may miss important mailings that can affect your status. Do not rely on the post office to forward your mail.
8. **CPS–Human Resource Services reserves the right to change the examination schedule in order to meet program needs.** While every effort will be made to adhere to the test dates described herein, these dates cannot be guaranteed.
9. If you are unable to test on a Saturday, or at any other time, due to religious reasons or if you have a physical disability that requires special accommodations, please explain your needs here: \_\_\_\_\_  
  
In order to have accommodations made for you, you must attach documentation from a recognized religious authority or medical professional on their official letterhead. **If you do not attach documentation, your application will be “pending” until documentation is received. This could delay your examination.**
10. I am completing the ORAL examination application because I have passed the written examination within the past 48 months. I understand that I am responsible for filing the correct application and abiding by all final filing dates.

**By signing this application I am acknowledging that I have read, and I understand, the items in 1 through 10 above. (Not signing this application could delay your examination.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_